

743503/24/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **UTILITIES ASSISTANT DIRECTOR/WATER DELIVERY**

DEFINITION

Under general direction, to plan, direct, and review all or portions of water design engineering, planning, water resources, operations, maintenance and construction activities; to provide professional and technical staff assistance; to perform short and long term strategic planning assistance; and to do related work as required.

REPORTS TO: Public Utilities Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Utilities Director. Exercises general direction over professional, technical, and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of goals, standards, objectives, policies and procedures.
- Assist, plan, direct and/or review activities related to the planning, selection, acquisition, development and utilization of water resources and the monitoring and administration of City contractual obligations and interests in water supply resources.
- Direct and review the planning and design of the domestic and irrigation water systems.
- Direct all water utility engineering activities; determine scope of projects; review water engineering programs, projects and schedules for suitability and approval.
- Direct and review the construction, maintenance and repair of the domestic water and irrigation systems.
- Direct and participate in groundwater basin management and administration of water rights, assessments and taxes.
- Represent the City in joint water resource development projects, directing and coordinating activities of staff representatives.
- Direct and participate in the preparation and administration of the operating budget and the capital improvement plan and budget.
- Serve as department representative on, and to, City committees, project committees, water agencies and industry organizations.
- Coordinate Division activities with other City departments, divisions and with outside water agencies and organizations.
- Supervise preparation of data for submission to regulatory agencies; serve as expert witness and represent City interests as required.

- Direct the preparation of technical and administrative reports, presenting reports and recommendations to the Public Utilities Director, City Manager, Board of Public Utilities, City Council, and other agencies and organizations.
- Implement strategic plans and meet performance milestones and objectives.
- Provide analysis of water treatment solutions and alternative to ensure a safe water supply.
- Select, supervise, train, and evaluate professional, technical and administrative support subordinates.
- Supervise the selection, and activities, of professional consultants, advisors and contractors.
- Serve as Acting Public Utilities Director as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of forecasting and analysis of resource need utilization patterns and the scheduling and dispatching of water resources and systems.
- Principles and practices of water and/or civil engineering, public utility administration, organization, budget and personnel management.
- Methods, materials, techniques, equipment used and applicable regulatory codes and laws related to the development, construction, maintenance and operation of a public utility.
- Recent developments, current literature and sources of information regarding utility engineering, construction and maintenance.
- Engineering economics and utility financing practices.
- Water system operations, including computer control systems.

Ability to:

- Plan, organize, staff, and direct a diversified organization in a manner conducive to efficient performance and high morale.
- Delegate authority and responsibility and to schedule and program work on short and long term basis.
- Direct the preparation of engineering plans, specifications, records and complex technical reports.
- Establish and maintain effective working relationships with representatives of other utilities.
- Represent the City and department on committees/boards created to administer joint water projects.
- Communicate clearly and concisely, orally and in writing.
- Prepare and negotiate contracts.
- Formulate and present policy recommendations.
- Select, supervise, train and evaluate professional, technical and administrative support subordinates.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in water or civil engineering. A Master's Degree in a related field is highly desirable.

Experience: Seven years of progressively responsible managerial and supervisory experience in water design engineering, planning, water resources, operations, maintenance, and construction activities.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Assistant Director/Water Delivery

TO: Public Utilities Director